

---

## JOB DESCRIPTION - BAR UTILITY

---

**Title:** Bar Utility

**Reports to:** Bartenders, Assistant Bar Manager, Bar Manager

**Subordinates:** N/A

---

### Job Objective

1. To assist the Bartenders in keeping the bars and pantries clean, organized, and well supplied.

### Responsibilities

#### Before the bar opens:

1. Brings the Bartenders requisition orders from the stores to the bars
2. Makes sure bar stock is in order.
3. Ensures that there is always adequate supply of glassware.
4. Transports ice for bartenders and bar waiters in Lexan box or ice chest with lid.
5. Keeps soap and rinse-aid stocked for glass washing machine.
6. Ensures adequate supply of hand soap and towels are at the hand sinks.
7. Keeps bars and bar pantries clean and orderly as per U.S.P.H. regulations.

#### During the Shift:

1. Operates glass washing machine, utilizing the proper racks for the intended glassware. Watches out for broken or chipped glasses and be sure to take them out of circulation. Returns clean glasses to their appropriate places.
2. Keeps ice bin replenished as needed.
3. Retrieves all Bar Department glassware (except for wine and champagne glasses) from the main galley glass-washing area and store them in the appropriate racks in the bars.
4. Assists with garbage disposal according to weekly schedule.

|                            |             |                         |
|----------------------------|-------------|-------------------------|
| Issued on: 12/01/03        | Page 1 of 2 | Prepared by: KG         |
| Last reviewed on: 07/16/13 |             | Approved by: P. Faucher |

**End of Shift:**

1. Helps bartenders store items in the refrigerator. Packs coolers with beer and soda for next day's consumption.
2. Sweeps and mops the floors.
3. Makes sure the bar is spotless, as per U.S.P.H. regulations.
4. Cleans and follows instructions as directed by supervisor

**Safety**

1. Must be familiar with the ship's rules and regulations and participates in all required Safety Training and Emergency Life Boat Drills.
2. Complies with ship's safety and pollution prevention regulations and operating procedures.

**Education/Training**

1. Minimum of 1 year beverage related service experience.

**Language requirements:**

1. Fluent in English

**Computer knowledge:**

N/A

**Profile**

1. Great attitude at all times, (smile).
2. Flexible
3. Team worker
4. Salesmanship
5. Punctual
6. Well-groomed and neat appearance
7. Outgoing
8. Social skills
9. Ability to perform under pressure.
10. Ability to work with international team.

|                            |             |                         |
|----------------------------|-------------|-------------------------|
| Issued on: 12/01/03        | Page 2 of 2 | Prepared by: KG         |
| Last reviewed on: 07/16/13 |             | Approved by: P. Faucher |